

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD

REQUEST FOR SEALED BID

Mobile Welding Trailer

Introduction

The Atlanta Regional Workforce Development Board (ARWDB) is a 19-member board established to administer workforce services and oversee the implementation of WIOA in a Local Workforce Development Area comprising a seven (7) county area covering: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. This area is identified as Region 3, Area 7 as defined by the Technical College System of Georgia, Office of Workforce Development.

Atlanta Regional Commission (ARC) serves as the fiscal and administrative agent, and workforce grant sub-recipient, for the ARWDB. As such, the ARC Workforce Solutions Group is charged with providing staff support to the ARWDB and implementing WIOA programs and services under direction of the ARWDB. For more information about ARWDB, visit <http://www.atlantaregional.com/workforce-solutions/overview>.

ARC is soliciting bids for the delivery of a turnkey occupational skills training trailer, equipped with mobile welding stations (not simulators). This unit will be designed to provide state-of-the-art equipment and technology in support of occupational skills training in the area of welding, for the ARWDB seven county area, as well as partner activities throughout the metro Atlanta region. The training trailer will be used to provide the expansion of welding training services to advance industry recognized credential attainment by residents throughout the region, meeting current and future industry needs, and supporting regional economic development.

Envisioned Utilization of Units

The mobile welding trailer is envisioned as an opportunity to expand the access to occupational skills training in the areas of welding, serving businesses, community organizations, and the workforce development community within metro Atlanta.

Services to Businesses and Community Organizations may include:

- Employee recruitment for existing or new business openings
- Job fairs
- Occupational specific instruction of a short-term nature (2-6 weeks) at a variety of locations within the metro Atlanta region
- Incumbent worker training at an employer's site
- Others as identified

Activation of this targeted occupational skills training trailer will establish connectivity and enhanced collaboration between the ARWDB, GDOL, TCSG, local chambers of commerce, economic development agencies, local schools, technical colleges, and other community organizations.

Scope of Service

Overall requirements and specifications for the mobile welding trailer are attached as **Exhibit A** and provides the scope of service expected from the vendor. If there are any software, licenses renewals, and/or subscriptions required, please include in total cost.

Bid Guidelines

This request is governed by ARC Purchasing and Procurement guidelines. Interested applicants should submit a bid that addresses specifications listed in Exhibit A. Proposers must respond to this Request for Sealed Bid with written proposals following all requirements outlined in this document. The lowest price proposal that sufficiently meets all training trailer specifications will be the determining factor for the bid award.

The proposals are due by **1:00 PM on Thursday, July 25, 2019** and all sealed bids received will be opened at 1:05 p.m. It is anticipated that the contract award will be made by August 2, 2019 and delivery of unit anticipated no later than December 31, 2019.

All bids must be submitted to:

**Atlanta Regional Commission
ATTN: Phyllis Jackson
229 Peachtree Street NE, Suite 100
Atlanta, Georgia 30303**

Bid must clearly address all specifications outlined in **Exhibit A** and include the following:

1. Name of Organization/Vendor and any sub-contractors
2. Point of contact (name, title, phone and email)
3. Qualification and technical competence of vendor and /or subcontractor in type of work required.
4. Description of experience on similar projects and references of at least two mobile units completed within the last 5 years and are currently in use. References must include contact name, phone number, and email.
5. Proposed schedule and timeline for deliverables.
6. Proposed budget with line item detail.

Questions should be submitted in writing to Phyllis Jackson no later than 4:00 pm on Friday, July 12, 2019 via email to pjackson@atlantaregional.org or mailed to the Atlanta Regional Commission, ATTN: Phyllis Jackson, 229 Peachtree Street NE, Suite 100, Atlanta, Georgia 30303. All questions received, and responses to those questions, will be posted on the ARC website by 4:00 pm on Friday, July 19, 2019.

Proposals must be submitted to ARC no later than **1:00 pm on Thursday, July 25, 2019**. Sealed bids will be opened at 1:05 p.m.

One (1) paper copy and one electronic copy in MS Word or Adobe Acrobat compatible files (on a USB) of the proposal is required.

Proposals shall not exceed a total of 15 pages (8.5 x 11), single sided, inclusive of pictures, diagrams, schematics, and other supporting documentation. Proposals may be printed double sided, but still must not exceed the 15 pages single-sided maximum length of content. Covers, end sheets, and an introductory letter shall not count against the maximum page limit. Font size shall be a minimum of 12 points in all cases.

Proposals must be submitted to the following:

**Atlanta Regional Commission
ATTN: Phyllis Jackson
229 Peachtree Street NE, Suite 100
Atlanta, Georgia 30303**

ARC reserves the right to select for contract or for negotiations a proposal other than that with the lowest cost, to reject any and all proposals or portions of proposals received in response to this Request for Sealed Bid or to make no award, to waive or modify any information, irregularity, or inconsistency in proposals received, to request modification to proposals from any or all proposers during the contract review and negotiation, and to negotiate any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time.